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Date: 8 MAR 1978 By: MEMORANDUM

TO: ADBO

ADPC

FROM: Joint OSO/OPC Training Committee

SUBJECT: Relationship of OPC Training with COMMO, CSD, and Other Training Facilities of OSO.

1. In addition to assistance from the OSO training staff, it is anticipated that OPC will require technical training by units of OSO other than the OSO training staff. This training would include the types given by the Communications Division and the Cover and Documentation Division, and will be required for OPC covert personnel as well as for those who can be trained in known CIA installations.

2. The OSO training staff is the channel for all OSO requests for technical training, and the following procedure is recommended as a general policy for the proper scheduling and control of OPC requests of this type:

a. All OPC requests for technical training and for other types of training given within OSO (by units other than the OSO training staff) will be submitted by the various OPC operating or staff sections to the OPC training staff, which will forward such requests to the OSO training staff, with an indication as to the preferred times for such training in view of other training commitments and in view of other factors that might influence the time schedule.

b. The OSO training staff will then arrange for such training with the appropriate OSO units, abiding by OPC's time schedule whenever practicable. The OSO training staff will further be responsible for insuring that OPC students have received the proper security clearances for work with highly sensitive information and materials.

c. Upon completion of any phase of this type of training, a statement of training given, proficiency achieved, and, where applicable, an evaluation of the student will be forwarded to the OPC training staff through the OSO training staff.

d. Covert training in any of the technical subjects or other

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OSO specialties will be handled in essentially the same way, except that all training requests and evaluations will be hand-carried. All other security precautions applicable to covert activities, including the use of pseudonyms, will be strictly adhered to.

e. If OPC develops training specialties not under the immediate control of the OPC training staff, OSO requests for such training will be handled in reverse order to these procedures, namely, through the OSO training staff, to the OPC training staff, thence to the appropriate OPC units responsible for such training.

3. The procedures outlined above are not intended to preclude direct contact between the Chief of OPC Training Staff and the chiefs of OSO units responsible for training of interest to OPC. Such contacts will be necessary for the proper planning of future training programs. However, the committee recommends that plans for future training programs resulting from these contacts be reported to the Chief of OSO Training Staff for coordination with OSO training plans.

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Asst Director for Special
Operations

Asst Director for Policy
Coordination

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